

Information Technology
Document Creation Design
Course Code # 3727
½ Credit

School Year _____

Term: ____Fall____Spring

Prerequisites: Keyboarding

Recommended Prerequisite: Keyboarding Applications

Student:	Grade:
Teacher:	School:
Number of Competencies in Course: 30	
Number of Competencies Mastered:	
Percent of Competencies Mastered:	

Standard 1.0 The student will identify steps in the word and information processing cycle.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
1.1	Analyze computer and information technology terminology.			
1.2	Analyze typography and layout and design concepts and techniques.			
1.3	Critique and report on different types and features of business documents in various formats.			
1.4	Research criteria for document preparation for electronic pre-press.			
1.5				

Standard 2.0 The student will apply the features of document design software in document preparation.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
2.1	Explain the meaning of information processing terminology, features and concepts of software.			
2.2	Apply document-processing skills to produce business documents.			
2.3	Compose, organize, key and edit information.			

Standard 3.0 The student will perform basic formatting skills.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
3.1	Compose, organize, key and edit information applying typography and layout and design guidelines.			
3.2	Use the touch system keying technique and word processing software to create, modify, store, retrieve and print business documents.			

Standard 4.0 The student will create multiple column layouts.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
4.1	Utilize the table feature to create tables and insert tables into documents.			
4.2	Create a document in multiple-column format.			

Standard 5.0 The student will design documents incorporating specialized features.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
5.1	Create a document using clip art, word art and drawing and color tools.			
5.2	Create a document and a data source.			
5.3	Insert merge fields into the main document.			
5.4	Create multi-page-tabulated reports, financial statements and business forms.			
5.5	Edit an existing data source and create mailing labels.			
5.6	Create business documents with merge variables.			
5.7	Create auto-text inserts and macros.			

Standard 6.0 The student will design documents incorporating advanced features.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
6.1	Design an outline and use it as a basis for producing a document and integrating an index and a table of contents.			
6.2	Design a web page using hyperlinks.			

Standard 7.0 The student will perform a culmination project by completing a simulation.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
7.1	Apply document design skills in completing a simulation.			
7.2	Proofread and edit documents for accuracy, content, grammar, spelling and punctuation.			
7.3	Use touch system keying techniques and word processing software to create, modify, store, retrieve and print documents.			

Standard 8.0 The student will demonstrate organizational and professional leadership skills.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
8.1	Demonstrate self-initiative through group projects.			
8.2	Examine the value of leadership skills.			
8.3	Illustrate image building and public relations techniques.			
8.4	Assess decision-making skills.			
8.5	Demonstrate effective teamwork and group thinking applying conflict resolution techniques.			
8.6	Demonstrate parliamentary procedure skills through group activities.			
8.7	Analyze the goals and apply the principles of Business Professionals of America and/or Future Business Leaders of America.			

Additional comments: _____